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31 May 1956

MEMORANDUM FOR: Building Supply Officer - Room 1065 J Building

FROM : PCS/DCI

SUBJECT : Request for Forms and Binders

1. It is requested that the following forms be delivered to Room 520, 1717 H. Street, N. W., as soon as possible:

QUANTITY	FORM NO.	TITLE
100	33-72	Voucher <sup>Register</sup> Requests and Control Journal
200	33-73	Cash on Hand Subsidiary
200	33-74	Advances Account Subsidiary
100	33-75	Transfers Account Subsidiary
100	33-76	Expense and Obligation Subsidiary
100	33-79	Miscellaneous Receipts Subsidiary
500	33-81	Disbursement Voucher
500	33-82	Accounting for Funds
100	33-83	Trial Balance
100	33-84	Schedule of Cash on Hand (Schedule A)
100	33-85	Schedule of Cash Short and Over (Schedule B)
200	33-86	Schedule of Advances (Schedule C)
100	33-88	Schedule of Transfers (Schedule D)
200	33-90	Schedule of Expenses and Obligations (Schedule E)
100	33-91	Schedule of Conversions (Schedule F)
100	33-92	Schedule of Miscellaneous Receipts (Schedule G)
200	33-94	Notice of Obligations Incurred
200	33-95	Miscellaneous Obligations Record
100	33-96	Obligation Transfer Notice
500	281 (33-15)	Request for Advance
500	33-16	Accounting By Individual for Advance
500	33-17	Reimbursement Voucher
200	33-9	Notification of Transfer of Funds or Accounts
500	22 (33-12)	Travel Voucher
10 Pads	102 (33-14)	Receipt
500	33-47	Field Duty Status and Overtime Report
300	33-49	Personnel Transfer and Clearance Sheet
100	481	Claim for Reimbursement for the Storage of Household Effects

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2. It is also requested that (2) two post binders be delivered, one in sufficient size to hold form nos. 33-72 and 33-76 and one in sufficient size to hold form nos. 33-73, 33-74, 33-75, and 33-79. These forms should be hole-punched to fit these binders.

3. Should further information be required contact should be made with the undersigned on extension

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Project Controller

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TJDr/jec

Distribution:

O&I - Addressee

3 - Base B

4 - Chrono

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